

Director, Law Enforcement Academy

Position Details

Position Information

Position Title	Director, Law Enforcement Academy
Requisition Number	S00493P
Position Category	Staff
Campus Location	Center for Continuing Education - Layton, UT
Hours per week	40
Months per year	12
Alternate work schedule	
Pay Grade	E34
Salary	
FLSA	Exempt

Job Summary/Basic Function The Program Administrator coordinates all aspects of the Law Enforcement Academy including effective marketing, student recruitment, external funding, and the evaluation of quality. They prepare and administer program budgets, monitor expenses, coordinate policies, and insure the program meets POST standards. This person will collaborate with local law enforcement agencies and POST for the selection of regular and adjunct faculty, procure equipment, facilities and other resources to support an effective program. They will ensure the safety of the students at all times. This position requires building relationships with local law enforcement agencies and the WSU campus.

Required Qualifications Bachelor's Degree. Five years experience in law enforcement. Completion of Utah POST certification or similar certification.

Preferred Qualifications Masters degree in Criminal Justice/Law Enforcement Administration or closely related field. Experience in law enforcement administration or training, marketing of police training programs, familiarity with local and statewide police organizations within Utah and previous teaching at the university level. Excellent written, oral, and interpersonal communication skills, diplomacy, innovation, strategic risk taking, and negotiation skills, consensus forming, understanding marketing components, curriculum design, accounting, and budgeting skills, track record of introducing new technologies for learning and team performance.

Background Check? Yes

EEO Statement EOE/Minorities/Females/Vet/Disability

Benefits Summary WSU offers a generous benefits package that includes medical, dental, long-term disability, life insurance, retirement, a wellness program with release time and paid incentives, tuition benefits, free tickets to athletic and performing arts events, and paid holidays, vacation, and sick leave.

Posting Detail Information

Job Open Date	11/26/2019
Review Date	12/10/2019
Job Close Date	
Open Until Filled	Yes

Notes to Applicant To apply, please complete the online application and attach a cover letter, current resume, philosophy statement, and the names and contact information for three professional references. Transcripts may also be attached as an optional document.

Screening of applications will begin December 10, 2019. Position will remain open until filled.

Criminal background check required as a condition of employment.

Quick Link for Direct Access to Posting <http://jobs.weber.edu/postings/10262>

ADA Essential Job Function

ADA Essential Job Function**Physical Activity of this position**

Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles etc., using feet and legs and/or hands and arms. Agility is emphasized. Important if the amount and kind of climbing required exceeds that required for ordinary locomotion., Balancing. Maintaining equilibrium to prevent falling. Walking, standing or crouching on narrow, slippery, or erratically moving surfaces. Amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. , Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles. , Kneeling. Bending legs at knee to come to a rest on knee or knees., Crouching. Bending the body downward and forward by bending leg and spine. , Crawling. Moving about on hands and knees or hands and feet. , Reaching. Extending hand(s) and arm(s) in any direction., Standing. Particularly for sustained periods of time. , Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another., Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. , Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. , Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles. , Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. , Grasping. Applying pressure to an object with the fingers and palm. , Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. , Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. , Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound. , Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

Physical Requirements of this position

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Visual Acuity Requirements including color, depth perception and field of vision.

Required to have close visual acuity to perform activities such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts at distances close to the eye, The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment. , The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services,) or to make general observations of facilities or structures (i.e., security guard, inspection).

The conditions the worker will be subject to in this position.

The worker is subject to both environmental conditions. Activities occur inside and outside. , The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - o Public Job Posting
 - o Internal Job Posting
 - o Agency Referral
 - o Advertisement/Publication
 - o Personal Referral
 - o Website
 - o Other

Documents Needed to Apply**Required Documents**

1. Resume
2. Cover Letter
3. Philosophy Statement
4. List of References with Contact Info

Optional Documents

1. Transcripts